



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 363 Dispur, Thursday, 29th May, 2025, 8th Jaistha, 1947 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 28th May, 2025

eFile No. 168638/355.-In exercise of the power conferred under the proviso to Article 309 of the Constitution of India the Governor of Assam is hereby pleased to make the following rules to regulate the recruitment and conditions of service of persons appointed to the Government Colleges of Assam, namely:-

Short title and
commencement

- (1) These rules may be called the Assam Government College Service Rules 2025.
- (2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

- In these rules unless the context otherwise requires,-
 - "Appointing Authority" means the Director of Higher Education, Assam";
 - "Constitution" means the "Constitution of India";
 - "Departmental Promotion Committee" means Departmental Promotion Committee constituted under sub-rule (5) of rule 14;
 - "Document Verification Committee" means the committee constituted by governing body for scrutiny of application of candidates under clause (4) of rule 6 of these rules;
 - "Government" means Government of Assam;
 - "Governing Body" means the Governing Body constituted by the Government for management of administration of the Government Colleges which shall supervise the recruitment and promotion process of the respective Colleges;
 - "Government College" means Kokrajhar Government College, Diphu Government College, Haflong Government College, Bishnu Ram Medhi Government Law College, Krishna Kanta Handique Government Sanskrit College, Government Law Colleges and any other Government College established by Government of Assam from time to time;

- (h) “Governor” means the “Governor of Assam”;
- (i) “Member of the service” means the member of the Assam Government College services;
- (j) “Screening Committee” means the committee constituted under sub-rule(4) of rule(14);
- (k) “Selection Committee” means the Selection Committee constituted under sub-rule (1),(2) and (3) of rule 14 of these rules;
- (l) “Select List” means the Select List under rules 6 and 11 under these rules;
- (m) “UGC” means the “University Grants Commission”, established under the UGC Act, 1956 (Central Act. No. 3 of 1956).

Classes and Cadre

3. Each College shall be a separate entity for the purpose of the cadres. The cadres under each Government college shall be the following, namely:-

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| (a) | Class I | (i) | Principal |
| | | (ii) | Associate Professor |
| | | (iii) | Assistant Professor |
| | | (iv) | Librarian |
| (b) | Class II | (i) | Assistant Librarian |
| (c) | Class III | (i) | Head Assistant |
| | | (ii) | Senior Assistant |
| | | (iii) | Junior Assistant |
| | | (iv) | Library Assistant |
| | | (v) | Laboratory Assistant |
| (d) | Class IV | (i) | Multi-Tasking Staff (MTS) |

Strength of Service

4. The Strength of each cadre in respect of each of the posts for each of the colleges shall be as notified by the Government from time to time, provided that the Governor may hold in abeyance any post as and when considered necessary.

Method of Recruitment

5. (1) The following posts shall be filled up by direct recruitment,-
 - (a) Principal
 - (b) Assistant Professor
 - (c) Librarian
 - (d) Assistant Librarian
 - (e) Junior Assistant
 - (f) Library Assistant
 - (g) Laboratory Assistant
 - (h) Multi-Tasking Staff (MTS)
- (2) The following posts shall be filled up by promotion:-
 - (a) Associate Professor
 - (b) Head Assistant
 - (c) Senior Assistant

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| Procedure of direct recruitment | <p>6. (1) Direct recruitment to the cadre of Principal, Assistant Professor, Librarian, Assistant Librarian, Junior Assistant, Library Assistant, Laboratory Assistant and Multi Tasking Staff (MTS) shall be in the following manner, namely:-</p> <ul style="list-style-type: none"> (i) Before the end of each year, the Governing Body shall make an assessment of the likely number of vacancies to be filled up by direct recruitment against the sanctioned posts on the basis of pupil teacher ratio in each department for last three years from the current enrolment and teachers in position along with reservation (for teaching employees) and vacancies for nonteaching employees along with reservation, as applicable and accordingly prepare the requirement for twice in a year, from 1st April to 30th September and 1st October to 31st March. (ii) The Governing Body of the respective Colleges shall invite applications through advertisement in two leading daily newspapers, one in the vernacular language of the state. (iii) On receipt of applications, the Governing Body shall constitute a document verification committee for screening of applications and shall furnish a list of candidates to be called for interview. (iv) The selection committee shall conduct selection process, as per Government notification issued from time to time, and provide list of selected candidates against the vacancy position(s) cadre-wise to the Governing Body, as per rules. The total number of candidates shall be equal to the total number of vacancies college-wise and cadre-wise. (v) The Governing Body with duly signed resolution shall forward the appointment proposals to the Director of Higher Education, Assam, who shall issue appointment orders with due approval from the Government. (vi) The appointing authority shall publish the list of selected candidate against each vacancy at such places as he/she may consider proper and also publish in the official website of the College. (vii) At the time of joining, all candidates need to submit a undertaking for no criminal record, good character and physical and mental fitness for the post against which appointment shall be made. The undertaking needs to be kept on record along with the joining report. <p>(2) The inclusion of candidates' name in the select list shall not confer the right to appointment unless the Appointing Authority is satisfied after such enquiry/due procedure as may be considered necessary that a candidate is suitable for appointment.</p> <p>(3) The list mentioned in clause 6, sub-rule 6 shall remain valid for 12 calendar months from the date of publication. However, Government may have discretionary authority to extend the duration on extraordinary circumstances, as deemed valid and necessary by Government.</p> |
| Tenure of Principal | <p>7. The term of the post of Principal and other eligibility criteria shall be as per guidelines/O.M./notification as may be notified by the Government from time to time.</p> |

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| Age | 8. A candidate for direct recruitment shall fulfill the age criteria, as per applicable Government guidelines with relaxation in case of candidates belonging to reserved categories, as laid down by government in accordance with the provisions of law in force. |
| Academic Qualification | 9. The academic qualification and experience of the candidate for direct recruitment shall be as may be notified by the Government from time to time. |
| Character | 10. A candidate for direct recruitment shall produce to the Recruitment Board certificate of good character from -
(a) the principal Academic Officer of the University or College in which he studied last; and
(b) submit an undertaking regarding good character. |
| Physical Fitness | 11. A candidate for direct recruitment shall be,
(a) of sound health, both mentally and physically to be certified by Government medical practitioner;
(b) submit an undertaking regarding physical and mental fitness. |
| General Procedure of Promotion | 12. (1) The Governing Body shall furnish to the Screening Committee the following documents and information in respect of the teaching employees to be considered for promotion under Career Advancement scheme (CAS).
(2) The Governing Body shall furnish to Screening Committee the following documents and information in respect of the persons to be considered for promotion :-
(a) the number of vacancies with reservation;
(b) lists of Candidates in order of seniority eligible for promotion (separate lists for separate subjects) indicating the cadre to which the case of promotion is to be considered;
(c) character rolls and other records of the persons listed;
(d) number of vacancies;
(e) details about reservations;
(f) annual assessment and Annual Performance Appraisal Report/Annual Confidential Report (ACR);
(g) any other documents or information as Governing Body considered essential.
(3) The Governing Body shall request the Screening Committee to recommend the list of non-teaching employees found suitable for promotion within one month in respect of promotion to each of the cadre in which appointment is to be made against vacancy in each promotional cadre.
(4) The selection shall be made on the basis of seniority cum satisfactory ACR in each case of promotion.
(5) The Screening Committee after examination of the documents and information furnished by the Governing Body shall recommend a Select List of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion to the Governing Body. |

- (6) The Governing Body shall forward the select list to the Director of Higher Education for placing the select lists to the Departmental Promotion Committee.
- (7) The Departmental Promotion Committee shall assess the select lists and give final approval to the select list.
- (8) Upon receipt of approval from the Government, the Director Higher Education shall notify the select list.
- (9) The Select List shall remain valid for 12 months. However, Government has the discretion to extend the duration, as deemed necessary.

Constitution of the
Governing Body

13. (1) There shall be a Permanent Governing Body to administer the affair of the respective Colleges which shall consist of the following members, namely:-

(i)	One President, as nominated by the State Government,
(ii)	One Secretary, the Principal of the college shall be the ex officio Secretary of the Governing Body; Provided that if circumstances so demand, the State Government Higher Education Department may nominate the Vice Principal or the senior most member from the teaching staff of the college to act as the secretary in lieu of the principal of the college, for a period of six months, and beyond that period with the State Government's prior approval;
(iii)	A nominee of Deputy Commissioner of the District not below the rank of Additional Deputy Commissioner;
(iv)	Two members to be nominated by the affiliating University concerned who shall have a tenure of 3 (three) years but would continue beyond this period till new persons are nominated by the University;
(v)	Two members nominated from the guardians of the students studying in the college, one of whom shall be a lady. They shall be nominated by the Director, Higher Education and shall have a term of one year or till their ward is a student of the college, whichever is earlier;
(vi)	Two members from the teachers to be elected annually by the teachers from amongst themselves for a period of one year: Provided that the teachers so elected shall not be eligible for being re-elected for third successive term;
(vii)	One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body;
(viii)	Joint Director of the Directorate of Higher Education;
(ix)	A person from the field of Education, to be nominated by the District Council/BTR in case of Sixth Schedule Areas and by the State Government in case of General Areas;
(x)	One Finance and Accounts Officer of the respective District Commissioner's office or any other accounts officer nominated by the respective District Commissioner of the district where the college is located.

- (2) President of the Governing Body,
- (i) shall be a non-political person and shall not have been contested in any election including Panchayat, Municipality, Local Body election or an office bearer of any political party or have any affiliation/ Membership to any political party,
 - (ii) shall be an eminent person from the field of Education to be appointed by the State Government Higher Education Department for a term of 5 (five) years and shall continue beyond this period till his successor is appointed, however the State Government may remove him at any time during the term of 5 years for reasons to be recorded in writing,
 - (iii) shall not be nominated for the two consecutive term,
 - (iv) shall not be more than 70 years of age.
- (3) In the case of newly established Colleges, till the formation of a permanent Governing Body, there shall be an Interim Governing Body to administer the affair of the newly established College which shall consist of following members, namely-
- (i) Chairperson: To be nominated by the Government
 - (ii) Member Secretary: Nominee of the Director, not below the rank of Deputy Director
 - (iii) One Principal of Government/Provincialized College, nominated by the Government.
 - (iv) One nominee of the District Commissioner of the district where the college is located.
 - (v) One Finance and Accounts Officer of the respective District Commissioner's office of the district where the college is located.

Constitution of
Selection Committee
and Departmental
Promotion
Committee

14. (1) The Selection Committee for selection of candidate for Direct Recruitment of Principal shall consist of the following members, namely:-

(i)	Vice-Chancellor of affiliating University	- Chairman
(ii)	President of Governing Body	-Member
(iii)	A teacher of University to be nominated by Vice-Chancellor	-Member
(iv)	An academic person to be nominated by the State Government	-Member
(v)	Director of Higher Education	- Member Secretary

- (2) The Selection Committee for selection of candidates for Direct Recruitment of Assistant Professor and Librarians shall consists of the following members, namely :-

(i)	President of the Governing Body	- Chairman
(ii)	Head of Department (Concerned)	- Member
(iii)	Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert)	- Member
(iv)	Secretary of Governing Body	- Member Secretary
(v)	Two subject experts not connected with the college to be nominated by the Governing Body out of the panel of names approved by the Vice-Chancellor of the affiliating University	- Members

- (3) The Selection Committee for selection of candidate for appointment of Direct Recruitment of non teaching posts shall consist of the following members, namely:-

(i)	President of the Governing Body	- Chairman
(ii)	Secretary of the Governing Body	- Member Secretary
(iii)	Two heads of Department to be nominated by the Principal of the College	- Member

- (4) Departmental Promotion Committee for all posts shall consists of the following members, namely:-

(i)	President of the Governing Body	- Chairman
(ii)	Principal of the College	- Member Secretary
(iii)	Three senior most Heads of the Department of the College.	-Members

Disqualification

15. (1) No person shall be eligible for appointment unless,-
- he/she is a citizen of India, and;
 - he/she be barred by any Act, Rules, Guidelines or laws in force.
 - he has more than one wife living or in case of a female candidate who has married a person who has one wife living;
Provided that the Governor may, if he is satisfied that there are special ground for doing so, exempt any person from operation of this clause.
 - he/she has more than two child living.
- (2) No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

Reservation

16. In all cases of appointment by direct recruitment as well as by promotion there shall be reservation for candidates belonging to the members of the SC, ST as per provision of the Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and rule framed

there-under. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like Persons with Disability (PwD) as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations shall be applicable college-wise for each individual cadre separately for which a proper roster register shall be maintained by each college. As Principal, Librarian, Assistant Librarian or Head Assistant are single cadre post no reservation shall be applicable to these posts it. The Governing Body shall be responsible to ensure that principles of reservations are completed with.

Probation and
Confirmation

17. (1) Subject to availability of a permanent vacancy in the respective cadre, a member of the service shall be placed on probation, against the permanent vacancy for a period of three years with a fixed pay as may be decided and notified by the Government from time to time, before he is confirmed against the permanent vacancy according to the seniority:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any specified period, not exceeding a period of two years :

Provided also that the members of the service placed on probation, has completed the period of probation to the satisfaction of the Appointing Authority and on the fulfillment of the conditions as may be notified by the Government;

- (2) If confirmation of a member is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority vis-a-vis such of his juniors as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently."

Training

18. A person appointed on direct recruitment shall be required to undergo trainings as the Government may prescribe.

Discipline and
Appeal

19. All employees of the Assam Government Colleges shall be governed under the provisions of "Assam Services (Discipline and Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made there-under.

Scale of Pay

20. All appointment shall be made in the time scale of pay as may be decided and notified by the Government from time to time.

Seniority

21. (a) Inter-se seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee:

Provided that he joins the service within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months.

Provided further that if a candidate is prevented from joining within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;

- (b) If two or more persons are bracketed in the merit list by the Selection committee, the inter-se-seniority of these persons shall be determined in the order of Date of joining, Time of Joining, Marks secured in the selection process and then Date of birth.
- (c) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year (in case of non-teaching employee)
- Gradation List 22. The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee.
- Transfer 23. There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on the proposal of the Director and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation, seniority of the transferred teachers shall be fixed in the new college on the basis of their date of joining in the original college.
- Maintenance of Registers and Records 24. The College authorities shall maintain such Registers and records in such form as may be notified by the Government from time to time for recording the service particulars of the employees, the College shall maintain the service books and other service records and the leave accounts of all employees.
- GPF and Pension 25. (1) Notwithstanding anything contained in these rules, the employee recruited under this rule after 1st February, 2005 shall be governed by relevant Pension Scheme applicable at the time of appointment.
- (2) The existing employees recruited prior to 1st day of February, 2005 shall be governed by the old pension rules of the Government.
- (3) The annual estimation of the probable retirement College-wise is to be provided to Accountant General by 30th September every year, as per applicable rule in force and through the authorized online portal, by the College following due procedure. The College shall prepare pension proposals and process it as per procedure.
- Leave 26. The Governing Body of the College shall be the authority to sanction all leaves excluding study leave for all of its employees. If any objection arises the employee may appeal to the Director regarding the difficulty faced in grant of leaves by the Governing Body. The Government may review and the decision of the Government shall be final and shall be binding on the Governing Body. All leaves shall be granted as per Leave Rules, 1934 (as amended).
- Lien/deputation and Study Leave 27. Lien, deputation and study leave to the employees of the Government Colleges shall be granted by the Government for which proposals shall be forwarded by the Principals of respective Colleges to the Director, Higher Education for onward submission to Government for approval. Grant of Lien and Deputation shall be as per OM issued by Finance Department from time to time. Deputation and Study Leave shall be allowed only with the prior approval of Finance Department. Study Leave shall be granted as per Assam Study Leave Rules, 1963.
- No Objection Certificate for Higher Studies and applying for jobs 28. The Director shall issue No Objection Certificate to the employees of the colleges for applying for admission to courses of higher studies and other jobs.

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| Authority for acceptance of Resignation/ Voluntary Retirement | 29. | The Director, on the recommendation of the Governing Body shall be forward to the Government for accepting or rejecting requests for resignations and voluntary retirement of Employees of the Colleges. |
| Annual Confidential Report/ Performance Appraisal Report | 30. | The Principal of the College shall be the recording officer and the president of Governing Body shall be the Reviewing and the Director shall be the Accepting Authority for the Annual Confidential Report/Performance Appraisal Report of all faculty members. In case of Annual Confidential Report/Performance Appraisal Report of the Principal, the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Government shall be the Accepting Authority. |
| Residual power of Appointing Authority | 31. | The Director shall exercise all other powers of the Appointing Authority as per Government notification/order issued from time to time. |
| Repeal and Saving | 32. | The Assam Government College Service Rules, 2022, are hereby repealed: Provided that all orders made or action taken under the rules so repealed or under any general order ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provision of these rules. |

Schedule-I
(See Rule 4)

Name of Cadre	Name of Post	Scale of Pay
Principal	Principals of respective Government Colleges as mentioned in Rule 2(f).	Rs.1,44,200–2,18,000/- + SA Rs.2000
Associate Professor	Promotional post	Rs.1,31,400–2,17,100/-
Assistant Professor	Assistant Professor of respective Government Colleges as mentioned in Rule 2(f).	Rs.57,700–1,82,400/-
Librarian	Librarian of respective Government Colleges as mentioned in Rule 2(f).	Rs.57,700–1,82,400/-
Assistant Librarian	Assistant Librarian of respective Government Colleges as mentioned in Rule 2(f).	Rs.57,700–1,82,400/-
Head Assistant	Promotional Post	(PB-3)Rs.22000-87000,GP:10300
Senior Assistant	Promotional Post	(PB-2)Rs.14000-49000,GP:8000
Junior Assistant	Junior Assistant of respective Government Colleges as mentioned in Rule 2(f).	(PB-2)Rs.14000-49000,GP:6200
Library Assistant	Library Assistant of respective Government Colleges as mentioned in Rule 2(f).	(PB-2)Rs.14000-49000,GP:5600
Laboratory Assistant	Laboratory Assistant of respective Government Colleges as mentioned in Rule 2(f).	(PB-2)Rs.14000-49000,GP:5600
Multi-Tasking Staff (MTS)	MTS of respective Government Colleges as mentioned in Rule 2(f).	(PB-1)Rs.12000-52000,GP:3900

NARAYAN KONWAR,
Secretary to the Government of Assam,
Higher Education Department.